Emmanuel Church Workington

A Bible-Believing Family Church

Membership Handbook



"For as we have many members in one body, but all the members do not have the same function, so we, being many, are one body in Christ, and individually members of one another." Romans 12:4–5 (NKJV)

Contents

1. Introduction and key areas

2. Who can be an enrolled member?

3. How to enrol into membership

4. What is expected of an enrolled member?

5. The Benefits of Being an Enrolled Member

- Appendix 1 – Statements of Belief
- Appendix 2 - Financial Support
- Appendix 3 – Church Structure
- Appendix 4 – Safeguarding
- Appendix 5 - Data Privacy Notice

1. Introduction and Key Areas

Thank you for considering becoming an enrolled member at ECW. We are striving to be increasingly more effective for our Lord Jesus wherever God would use us. We would characterise our church as a, 'Bible-believing family church, seeking to reach, teach and equip people to serve Jesus, through the proclamation of the gospel' (ECW Mission Statement). Below are some of the key areas that we, with the Lord's help, are trying to develop.

1. Exaltation

We desire to grow in our daily relationship with our God, through a personal and vital relationship with our Lord Jesus Christ. In all of our lives it is our aim to glorify God through a Godly witness.

2. Bible Teaching.

We believe the Bible to be the Word of God to mankind. It is through the Bible that we hear God speak. It is our aim to make His Word known in all our activities and bring our people to a greater and deeper understanding of the Word of God.

3. Family

As a church we recognise that all who join our congregation and who have a relationship with Jesus Christ, are part of the family of God. We seek to welcome people of all ages into a spiritual family and strive to develop their gifts for the benefit of all its members and the glory of God.

4. Evangelism.

It is our deep desire that people would come to believe that Jesus is God the Son and the only Rescuer for mankind. We are striving to make Jesus known through the sharing of this message with the prayer that many would repent of their independence

5. Nurture

When a person trusts Jesus Christ, it is our desire to disciple and assist them in their spiritual growth through Bible study and personal support and friendship.

6. Training

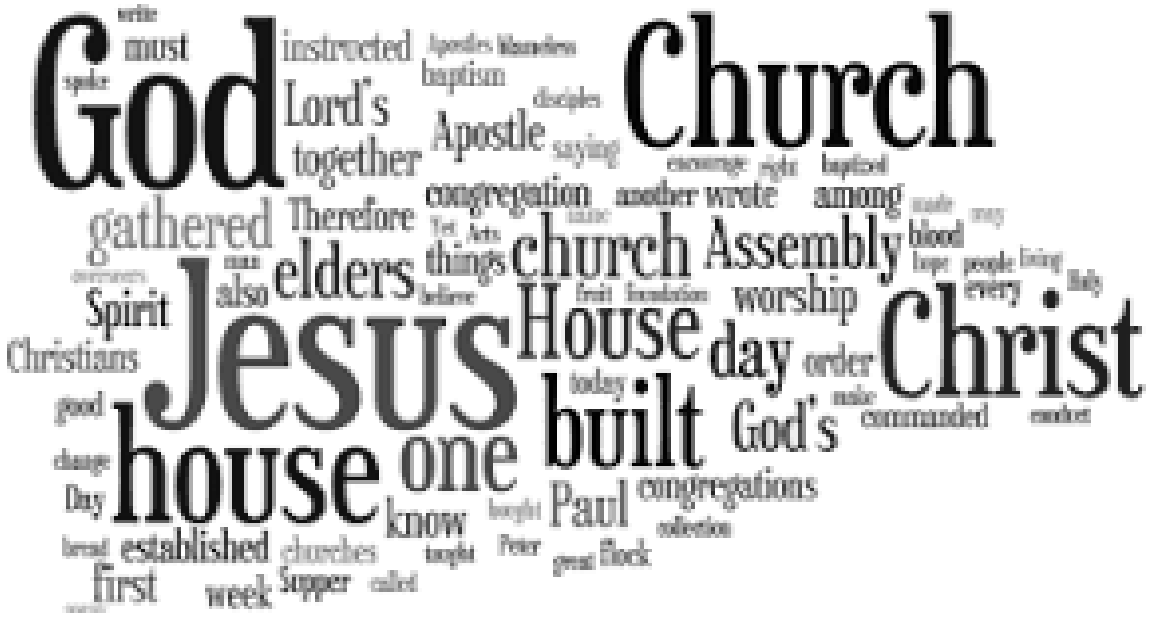
Christians are saved to serve (Ephesians 2:8-10). It is our desire to equip our people to serve Jesus with their gifts and abilities. It is only through a proper understanding of the Bible that Christians are ready for service (2 Timothy 3:16-17).

2. Who Can Be an Enrolled Member?

- Anyone who has been baptised and has made a credible confession of faith in the Lord Jesus Christ.
- Those who regularly take communion at ECW.
- One who believes the Bible is the inspired Word of God and continues to accept its authority over their lives.
- Anybody who is committed to furthering the purposes and beliefs of ECW under the authority of Scripture and has indicated agreement to become a member, through the process of application to the council.
- Those who will accept to undertake the duty of members of ECW and be accountable to the church's leadership under Christ.
- Anyone who is a regular worshipper at ECW (Romans 12:1-2) for a period of not less than six months.
- Those who have reached the age of 16 years old.
- Further details can be found in ECW's constitution (www.ecw.org.uk - About Us - What We Believe - Our CIO Constitution - The Constitution and Canons of the Evangelical Connexion of the Free Church of England).

3. How to Enrol into Membership

- Any person who wants to become an enrolled member of ECW needs to apply to the minister and church council, on a standard application form, downloadable from our website (www.ecw.org.uk). There are paper copies and help available.
- After your application has been prayerfully considered by council, the minister or representatives of the council, will arrange to meet you to discuss your application.
- If any applicant is or was an attendee of another church, if possible, contact would be made to consult with their previous church leadership.



4. What is Expected from Enrolled Members?

- Be in agreement with the Statement of Belief. (See Appendix 1)
- As scripture commands the saints not to give up meeting together (Heb. 10:25) so all members are encouraged to attend the stated meetings of ECW, which are:
    a. the Lord's Day services (morning & evening);
    b. mid-week meetings;
    c. and other meetings the leaders may deem necessary to call. e.g. ECW's Open Congregational Meetings (AGM/OCM).
- As scripture teaches Christians to support the work of the Lord financially through the local church by systematic and proportionate giving (Malachi 3:10), all members of this Church are exhorted to use these principles of Scripture as a guide. (See Appendix 2)
- ECW encourages each of its members to strive for the good of the entire body, by actively seeking to get to know and love one another, so that they may be better able to encourage one another in their faith. (Romans 12:1-8)
- It is the duty of every Christian, individually and as an enrolled member, to work for the extension of the Kingdom of God, both at home and to the ends of the earth. Therefore, every member of this Church is exhorted to prayerfully recognise and seize every opportunity to bear witness to their faith in Christ, by consistent Christian conduct, by their testimony and also by supporting for Christian missionary work.

    Each member of this church should strive to:

    a. have an earnest desire to seek the Lord, walk in the fear of God and glorify Him in all things;
    b. have a loving regard for the weaker brethren, not causing them to stumble;
    c. show compassion for the lost;
    d. be reconciled and at peace with their neighbours (Matthew 18).

Perhaps our expectations are best summarised with the acronym:

GRAFTS

G – ***grow*** in the faith and ***glorify*** *God* in all things; a cheerful ***giver;***

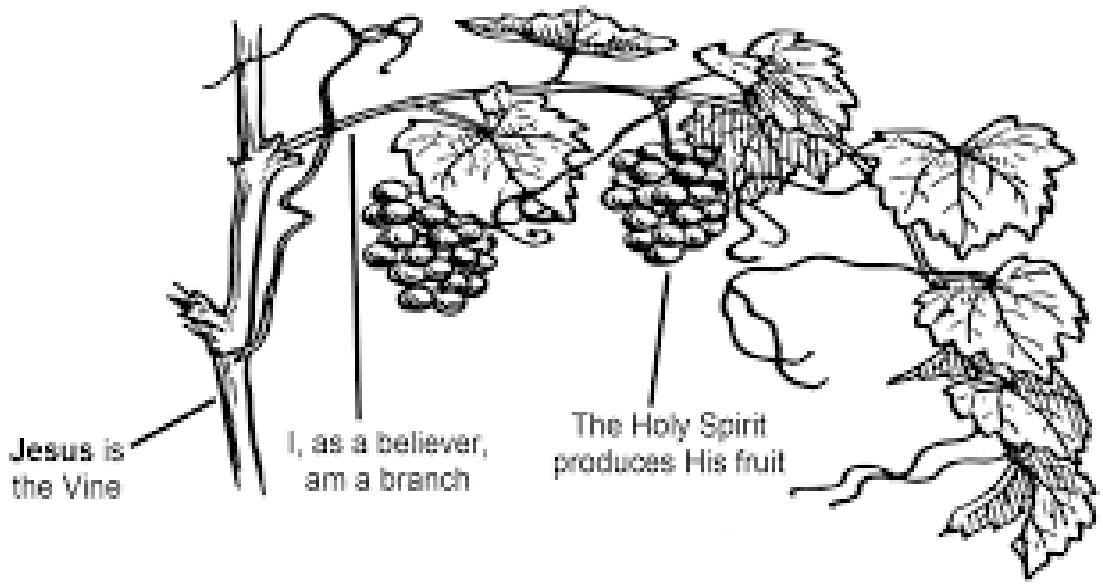
R - ***reach*** your community for Christ;

A – ***available*** and ***attend*** regularly;

F – ***faithful*** commitment to Christ and His Word;

T - ***teachable***;

S - ***serve*** and ***support*** the ministry of ECW.

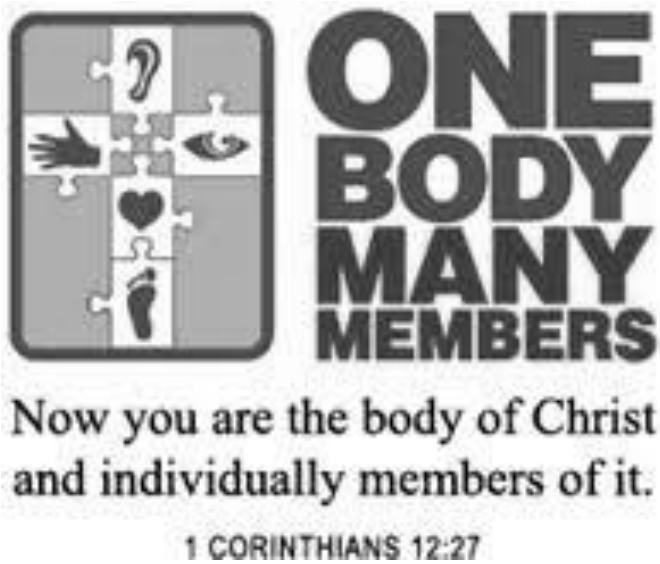


5. The Benefits of Being an Enrolled Member

An enrolled member at ECW brings with it a number of privileges and responsibilities. Including:

- being recognised as belonging to ECW as opposed to someone who attends or visits;
- being eligible to lead ministries;
- being eligible to be nominated for church offices e.g. church wardens, church council members etc.;
- the right and responsibility to attend ECW's Open Congregational Meetings (AGM/OCMs);
- the right to be entered on ECW's electoral roll with full voting rights at Open Congregational Meetings (AGM/OCMs).

We do trust that you will prayerfully consider partnering with us at ECW as we seek to serve our Lord Jesus Christ in our community.



Appendix 1

Statements of Belief

Members of Emmanuel Church Workington accept that the following seven statements frame our Christian belief and experience.

1. Bible

We believe the Bible to be the written revelation of God, complete and sufficient in all respects. We believe the Scriptures to be "God-breathed" and therefore fully authoritative in and of themselves; they rely for their authority upon no church, council, or creed, but are authoritative simply because they are the Word of God. The Scriptures, as they embody the very speaking of God, partake of His authority, His power.

2. God

We believe in one true and eternal God, unchanging, unchangeable. We believe God is the Creator of all that exists in heaven and in earth. The God who is described in the Bible is unique; He is unlike anyone or anything else in all the universe. God has all power, all knowledge, all wisdom, and is due all glory, honour and praise. All that comes to pass does so at the decree of God. All things will, in the end, result in the glory of God.

We believe the Bible teaches that there is but one being of God, yet there are three Persons who share this one being of God: the Father, the Son, and the Spirit. Each Person is fully and completely God, each is described in Scripture as possessing the attributes of God. The Father, Son, and Spirit have eternally existed in the relationship described by the term "Trinity."

3. Man and Sin

We believe that man was created in the image of God. Man rebelled against His Creator and fell into sin. As a result, man became spiritually dead, totally unwilling and indeed incapable of seeking after God.

4. Salvation

God, from eternity past, having foreordained all things, joined a certain people to Christ Jesus, so that He might redeem them from their sin and in so doing bring

Statements of Belief (cont.)

glory to Himself. Jesus Christ, the Son of God, died in the place of this elect people, providing full and complete forgiveness of sins by His death upon the cross of Calvary. No other work can provide for forgiveness of sins, and no addition can be made to the completed and finished work of Christ.

We believe that God, in His sovereign grace and mercy, regenerates sinful men by the power of the Holy Spirit, not by any action of their own, bringing them to new life. God grants to them the gifts of faith and repentance, which they then exercise by believing in Christ and turning from their sins in love for God. As a result of this faith, based upon the sacrifice of the Lord Jesus Christ, God justifies or makes righteous the one who believes.

5. Christian Living

God's gift of faith and the continuing work of the Holy Spirit in the lives of the elect, results in good works. These good works flow from true, saving faith; they are a necessary result of faith, but are not to be considered necessary to the gaining of justification, which is by God's grace through faith alone, so that no man can boast.

6. Church

We believe Jesus Christ established His Church, which is made up of all the elect of God. His Church, as an obedient bride, listens to His Word as found in the Bible. All who believe in Christ are placed in His body, the Church. The local expressions of the Church are very important, and each believer should be actively involved in such a fellowship.

7. Second Coming of Jesus

We believe that Christ is coming again to judge the living and the dead. This promise is found throughout the inspired Scriptures. Till His return, believers are to live lives that bring glory to God through Jesus Christ. The Church is to be busy doing the work of evangelism and discipleship, proclaiming the pure Gospel of Christ by teaching the Word of God without compromise.

Appendix 2

Financial Support

Tithing is a well-known biblical principal of giving back to God a regular portion from the abundant resources He gives each and every one of those who are part of His earthly family (Genesis 28:22). The most common way to tithe is to support the work of the church financially. There are a number of different ways in which, as a church member, one can support the work for the Lord at ECW.

1. Cash Offerings

The church can benefit by making claims from HMRC under the governments Gift Aid Small Donations Scheme (GASDS) to increase the amount given by 25p in every £ given and does not require donors to be taxpayers. There is, however an annual limit, currently of £8,000 that can be claimed against. This is good for those who perhaps are not able to give a regular fixed amount on a regular basis or are not taxpayers.

2. Envelopes

For those who are taxpayers and wish to give financially on a regular basis then the Gift Aid Envelope scheme allows the church to claim a further 25p in the £ on all donations. A Gift Aid declaration is required to be signed by the donor. The donor then places their offering into the envelopes provided and presents them at the same time as cash collections; normally during the singing of the second hymn. The donor's unique number allows all their donations to be identified for claims made to HMRC and are kept confidential.

3. Standing Order/Direct Debit

This can be used to make donations direct into the church bank account. Again, useful for those wishing to make a regular (usually monthly) donation. This method of tithing is also very convenient for those using the Gift Aid scheme. and is the preferred option for HMRC as it provides an ideal paper trail.

4. Stewardship

This is similar to the previous option. It is a system run by the organisation Stewardship Services (UKET) Ltd. It requires the completing of simple 2 sided form which includes both Gift Aid Declaration (for those wishing to participate) and a direct debit mandate. Donors can then set up and administer donations and pay directly to the church bank account. For further details please visit their website at www.stewardship.org.uk

5. Payroll Giving

This scheme allows for the deduction of donations from gross pay prior to tax deduction. The amount given to the church is then increased by adding the tax that the Gift Aid scheme would give back i.e. employee (paying tax at 20%) gives £4 and the church receives £5. There are a number of organisations that operate this scheme of which Charities Aid Foundation & Charities Trust are two that are known to ECW. This benefits our Church because there is less administration involved.

Of course, there are also times when one might wish to make a one-off donation. Perhaps the most well- known of these is gifting a legacy in one's will to the work of the Lord, or perhaps to help fund a particular ministry within the church.

Appendix 3

Church Structure: How Can I Serve at ECW?

The ministry of our church can be summed up by our mission statement, *"A Bible-believing family church, seeking to reach, teach and equip people to serve Jesus, through the proclamation of the Gospel.* "The organisation of the church's activities therefore,

comes through an earnest desire to proclaim the gospel of Jesus guided by His word, the Bible and led by the Holy Spirit for the advancement of God's Kingdom for His glory.

The current management of God's mission at ECW can best be illustrated by the following table:

The Lord Jesus Christ

Pastor - Rev. Anthony Pietersen

Church Council - elected by membership annually at the Open Congregational Meeting (OCM)

People's Warden | Minister's Warden | Church Secretary (appointed)

There are then a number of roles and responsibilities specifically relating to serving on the Lord's Day.

Door | Audio/Visual Presentation and Recording | Musicians | Readers

Service Leaders | Lay Preachers | Communion Organisation | Church Cleaning

Sunday School Teachers | Sunday School Support Workers | Refreshment Providers

Crèche Volunteers (Evening Service)

Other opportunities to grow in your faith and serve are available during the week.

Mid-week Bible studies | Chatterbox Mums & Tots

Youth Group (5-11) | Youth/Young Adults Group | Music Worship Team

Jericho Strollers (fellowship & gentle exercise) | Busy Fingers (ladies craft & fellowship group)

Church Noticeboard Maintenance | Church Grounds Maintenance

Appendix 4

Safeguarding Policy

1. Our Responsibility

The welfare and protection of all people attending Emmanuel Church Workington is an aim everyone should be committed to, not just the Pastor, the Safeguarding co-ordinator or the leaders of the different ministries. Anyone with concerns about safeguarding should seek support from the safeguarding co-ordinator or the Pastor.

2. A Biblical Basis

"Defend the poor and fatherless; do justice to the afflicted and needy. Deliver the poor and needy; free them from the hand of the wicked." Psalm 82:3-4. Christians are accountable to God for how they treat people; safeguarding is commanded by God.

3. The Role of the Safeguarding Co-ordinator

The safeguarding co-ordinator will co-ordinate between ECW and CCPAS (Churches' Child Protection Advisory Service) in seeking advice, reporting concerns and administering DBS (Disclosure & Barring Service) checks for those who work with children and vulnerable adults. The co-ordinator will from time to time, offer training to workers and promote safeguarding to the whole church. The co-ordinator works closely with the Pastor and a deputy (position vacant 11/2017).

4. Contacts

- David Temple (Safeguarding co-ordinator) – 016973 33095 – 07539 327309 - templetemps53@gmail.com
- Rev. Anthony Pietersen (Pastor) – 01900 268512 – 07715 579000 – pietersent@gmail.com
- CCPAS – ccpas.co.uk

5. Essential Reading

It is strongly recommended that you read the following document:

http://files.ccpas.co.uk/documents/StayingSafeAndSecure.pdf

Safeguarding Policy (cont.)

It should provide you with enough information to help you feel confident about the issues raised; and please don't hesitate to get in touch if you have any further questions.

6. The 10 Standards

The leadership of the church seek to fulfil the 10 standards which comply with relevant UK law and good practice as follows:

- Safeguarding Policy
- Developing Safeguarding Awareness Training
- Safer Recruitment
- Management of Workers
- Working Safely
- Communicating Effectively
- Responding to Concerns
- Pastoral Care
- Managing Those who may Pose a Risk
- Working in Partnership

7. ECW Church Leaders Safeguarding Statement

The policy is reviewed annually along with all statements and procedures. A copy is lodged with CCPAS and Cumbria County Council and is available from the safeguarding co-ordinator. What follows is a summary.

The leaders of ECW recognise the importance of its work with children, young people and adults in need of protection and its responsibility to protect everyone entrusted to our care. ECW is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Safeguarding Policy (cont.)

Specifically:

- We recognise that we all have a responsibility to help prevent physical, sexual, emotional abuse and neglect of children and young people (those under the age of 18) and to report any such abuse that we discover or suspect.

- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.

- All children have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.

- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report such abuse that we discover or suspect.

- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.

- We believe all adults should enjoy and have access to every aspect of the life of the church unless they pose a risk to the safety of those we serve.

- We undertake to exercise proper care in the appointment and selection of all those who work with children and vulnerable adults.

The ECW leadership commits to:

- Following the requirements of UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.

- Respecting the rights of children as described in the UN Convention on the Rights of the Child.

- Implementing the requirements of legislation in regard to people with disabilities.

- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.

- Keeping up to date with national and local developments relating to safeguarding.

- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.

- Supporting the safeguarding co-ordinator and deputy in their work and in any action they need to make in order to protect children/vulnerable adults.

- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship.

- Supporting parents and families.

- Nurturing, protecting and safeguarding children and young people.

- Supporting, training, monitoring and providing supervision to all those who undertake this work.

- Supporting all in the church affected by abuse.

- Adopting and following the 'Safe and Secure' safeguarding standards developed by CCPAS.

Appendix 5

Data Privacy Notice

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The ECW Church Council is the data controller. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The ECW Church Council complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at ECW;

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about ECW events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -

- the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and

- there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of ECW with your consent.

6. How long do we keep your personal data?

Specifically, council and nominated persons retain a directory of ECW members while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and church registers (baptisms, marriages, funerals) permanently.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the ECW Church Council holds about you;

- The right to request that the ECW Church Council corrects any personal data if it is found to be inaccurate or out of date;

- The right to request your personal data is erased where it is no longer necessary for the ECW Church Council to retain such data;

- The right to withdraw your consent to the processing at any time;

- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a*

contract with the data subject and in either case the data controller processes the data by automated means].

- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

- The right to object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]

- The right to lodge a complaint with the Information Commissioners Office.

8. Further Processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the ECW Church Council.

You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.